

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA
Indianapolis Division**

COURTROOM DEPUTY CLERK/CASE ADMINISTRATOR

For the Honorable Larry J. McKinney, District Judge

Salary: CL 26-27 - \$43,355-\$77,414

depending on qualifications and experience

Application Deadline: Friday, September 16, 2016 or until filled

The United States District Court is currently accepting applications for a combination Courtroom Deputy Clerk and Case Administrator to the Honorable Larry J. McKinney, District Judge. This position is part of the Indianapolis Division of the Clerk's Office and reports to the Indianapolis Operations Manager. The incumbent has sole responsibility for the Judge's caseload and independently manages cases; monitors document filing and responses to judicial orders; drafts documents and memoranda for review by the Judge; attends court sessions and conferences; assists with proceedings; acts as liaison among the Clerk's Office, members of the bar, and the Judge; and serves as the primary source of information on scheduling conferences, hearings, trials, and other case processes. The case administration functions include docketing, noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, preparing case documents for appeal, reviewing filed documents to determine conformity while taking necessary action, ensuring that all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings. Applicants should have excellent administrative and organizational skills and the ability to effectively communicate both verbally and in writing. Exemplary customer service skills, a friendly, helpful, and professional demeanor and the ability to work as part of a team are imperative. Successful candidates will be highly motivated and exhibit excellent attention to detail.

QUALIFICATIONS: Three years of progressively responsible legal experience. This is a fast-paced and challenging position that requires the incumbent to present a professional demeanor at all times and to possess strong organizational, analytical, oral and written communication skills. The successful candidate must be knowledgeable in the use of legal terminology, able to apply a body of rules, regulations, directives or laws (including case law), and proficient in the use of electronic case filing. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards. **Experience in a court setting or law practice is desirable.**

APPLICATION INSTRUCTIONS: Complete instructions and a description of benefits may be found on the Court's website (www.insd.uscourts.gov) under Employment Opportunities.

To apply, email the following documentation in one PDF document to:

HRsubmit@insd.uscourts.gov

1. Cover letter indicating why you are interested and why you believe you are qualified for the position;
2. Résumé, including email and telephone contact information; and
3. Three work related references including email and phone contact information.

Be sure to include your name and the reference **McKinney CRD/CA** in the subject line. First consideration may be given to those who apply early. **The deadline for receipt of applications is Friday, September 16, 2016, 5:00 pm Eastern time.** Neither faxed nor mailed résumés will be accepted. In order to be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions. Failure to do so will invalidate the application without further acknowledgement from the Court.

BENEFITS: Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the available benefits are:

- Participation in the federal health, dental and vision programs of your choice on a pre-tax basis.
- Participation in the Federal Employees Retirement System.
- Participation in a group life insurance program.
- Participation in a group disability insurance program.
- Participation in a long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.

The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Please note that federal judicial employees are governed by certain ethical guidelines that generally prohibit the practice of law and significantly restrict the ability to engage in pro bono legal representation and outside employment. They are also prohibited from engaging in any political activities, whether partisan or nonpartisan.